

FINAL



**WEARE BOARD OF SELECTMEN
MEETING MINUTES
February 10, 2014**

PRESENT: TOM CLOW, CHAIRMAN; RICHARD W. BUTT, VICE CHAIRMAN; JOHN LAWTON, SELECTMAN; JAMES LEARY, SELECTMAN; KEITH R. LACASSE, SELECTMAN

RECORDING SECRETARY: Cherry Palmisano

TOWN ADMINISTRATOR: Naomi Bolton

GUESTS: Jan Snyder, Heleen Kurk, Bob Vezina

Chairman Clow moved, Selectman Lacasse seconded to enter into non public session @ 6:32 p.m. pursuant to the authority granted in RSA 91-A:3II (a & c). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Selectman Leary – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

Chairman Clow moved, Selectman Lacasse seconded to come out of non public session @ 7:13 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Selectman Leary – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

Selectman Leary moved to seal and restrict these minutes of the non public session, Selectman Lacasse seconded the motion. Passed 5-0-0.

7:14 p.m. Chairman Clow called the meeting to order.

PUBLIC COMMENT – Heleen Kurk, Weare 250th Committee, told the Board that their Chili and Chowder Fest held on February 8th was outstanding with a full house of all ages in attendance. The historical slide show of east Weare was well prepared and well received. The committee's January Winter Field Day was attended by 200 people despite the frigid temperatures. Mrs. Kurk's hope is that the Selectmen will attend different occasions throughout the year-long celebration. The next event, The Other Side of the Midnight Ride, will be held on March 22nd at 7:00 p.m. at the Town Hall. The event is sponsored by a grant from the NH Humanities Council and will be a program by Joan Gattorna telling the story of Rachel Revere's view of Paul Revere.

Mrs. Kurk noticed that there are a number of people running for the BOS and asked if there is going to be a forum to ask the candidates questions. A Meet the Candidates night is scheduled for Tuesday March 4th at 7:00 p.m. at Weare Town Hall. Town Administrator Bolton said that she called all the candidates. Jerry Little will moderate. The event will be advertised on the cable channel and in the newspapers.

New Website Discussion – Town Administrator Bolton said that she received some suggestions regarding the website from Selectman Leary. Chairman Clow noted that he played with the website only a couple of times and the format seemed fine, but the zoning ordinances are from 2011. Town Administrator Bolton said that the information was pulled over from the town's current website. Vice Chairman Butt feels that the information wasn't reviewed prior to coming to them. He noted that there were many errors, missing information, no oversight, and no ownership. He is concerned that they are required to catch all the errors, missing information, and missing key contact information. Vice Chairman Butt does not know who is responsible, but to him it should be the Town Administration who should be responsible.

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Chairman Clow thinks that the expectations on Town Administrator Bolton this time of year are huge with the budget and warrant and it would be difficult for her to do a complete review of the website at the same time. Vice Chairman Butt noted that it took him less than an hour to find all the errors and missing information he found. He has heard no attempt of reviewing the website. The Board needs to establish ownership of the website. The departments should be responsible for maintaining their own department's portion of the website, but someone has to be responsible for the website as a whole. Vice Chairman Butt said that the format is nice, but he is concerned with the content.

Town Administrator Bolton said it was brought up before that there were a lot of issues and it sounded to her that the Board was not happy with content and format, but she thought they would have more discussion. Selectman Leary sent her comments and she made the corrections and she thought it was more than that they didn't like the format.

Vice Chairman Butt said that the Town Administrator owns the responsibility of the website and should review it before it comes to the Board. He has no problem with the format, they reviewed the format, but the content is equally important.

Selectman Lawton thought that there was a lot of stuff that was outdated or not there, but he thought it was an example of what will be there and not the final content. Town Administrator Bolton said that the information for the new website was pulled from the town's current website and she would have to say that the information on the current website is outdated. She noted that Wendy Stevens can do the Planning and Zoning, Land Use, and she will probably do some of the Building Department portions of the website because she has the time and has website design experience.

Selectman Lacasse said that he assumed they were looking at layout and that the content wasn't the finished product. He commented on the Town Administrator saying that the information was moved from current website, but that is not where the current information is.

Vice Chairman Butt thought they were looking at the new website for release. Town Administrator Bolton said she was led to believe that there was an issue and thought there would be more problems. Selectman Lawton said that he clicked on buttons expecting there to be additional information, but there wasn't. Vice Chairman Butt thinks that they are proofreading and he doesn't think the Board should be in that position. Town Administrator Bolton told the Board that she does not have all the administrative rights yet.

Selectman Lacasse said that the first step is for department heads to get their information uploaded, then the Town Administrator will review that information, and when she feels it is ready, send it to the Board.

Vice Chairman Butt said that someone needs to own the events, activities, and what is going on in town. Currently Tina Connor is responsible, but she has indicated she wasn't going to be responsible. Town Administrator Bolton said that Merry Rice was going to be inputting names for boards, committees, and commissions because all that information is done through the Selectmen's office to keep the names current. Merry Rice also receives all the minutes to put on the town website. The Board discussed that all committees should be putting up their own minutes. Town Administrator Bolton can train a member of each committee and give them a username and password to have the ability to post their own meeting minutes and information for their committee. She told the Board that the new town website is very user friendly and it is easy to put up information. She has a listing of everyone that has been trained.

Chairman Clow asked where the control is if all committees and departments are given access. Town Administrator Bolton said that she can give people certain amounts of administrative access. Chairman Clow noted that other town's websites they reviewed looked professional and error free; he is not sure if they have someone assigned to the website. Chairman Clow asked if it is possible to give people broad access to the website and still maintain professionalism. Vice Chairman Butt thinks it is. He thinks each committee should post their own events on the website and he hopes they would all maintain the same format and do it right and

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responsibly. He feels it is the Boards responsibility to make the new website easily accessible, but someone needs to manage the website.

Selectman Lacasse mentioned that they should call around and ask other town's how their website is managed. Town Administrator Bolton said that she will be happy to do that if the Board wants, but most towns have their own IT person. Vice Chairman Butt thinks that someone needs to take ownership and he thinks the Town Administrator should take ownership.

Town Administrator Bolton said that she was led to believe there were separate issues that they needed to meet for. Vice Chairman Butt said yes, there are layers of data missing. Selectman Leary said that the Town Administrator should email each department head and ask them to review their departments section. Town Administrator Bolton said that she will take ownership. She will inform the Board when the website is ready to make public for them to review. Chairman Clow asked Town Administrator Bolton if she realistically has time to do this and has time to take on that level of responsibility. Vice Chairman Butt said that it would take 15 minutes to go in and review the directory and complete the information and once it is all done it needs to be managed occasionally and the Selectmen should not be expected to do that. Town Administrator Bolton said that she will take responsibility. She would like to get the Town Mailer and Report out this week.

Vice Chairman Butt mentioned that Sherry Burdick is doing a newsletter, which they might be able to incorporate into the town website. The Board discussed that they would like to see a list of all town businesses on the website. Chairman Clow mentioned there is also a group trying to put together a town newspaper, which they could include. Vice Chairman Butt thinks that there are people out there that are willing to contribute.

Chief Vezina said that it takes time and staff hours to work on the website and it can take a lot of time to get the tabs information on there.

DEPARTMENT HEAD AND COMMITTEE ITEMS

Accept Generator for Fire Department – Chief Vezina explained to the Board that Russ Fischer, Fisher Generator Service of Henniker, approached them and said that he has five generators that he would like to donate to local fire departments. Mr. Fisher would like to donate a 6.5kw Generac Generator to the Weare Fire Department and all that is being asked for in return was that they accept some verbiage so that Mr. Fisher could take advantage of the donation for tax purposes. The Weare Fire Department also needs to provide training to their personnel and provide documentation to Mr. Fisher that the training was provided. Chief Vezina feels that the town should accept this generous donation. The generator is large enough that it could provide benefit during long time outages for in-home oxygen use, plus all the other things they provide emergency power for. They do have some apparatus mounted generators and a couple of portables that are serviced annually and this would be a great addition. Chief Vezina said that they currently have a half of dozen portable generators, but none as large as this one. Chief Vezina was asked why he has not requested a generator if there was a need. Chief Vezina replied that he would not actively go out and search for a generator, but would not turn down a donation. Vice Chairman Butt noted if there was a need that would be great, but he read the reviews on the generator manufacturer and there were not rave reviews. Chief Vezina said that if the generator was to only last a couple of years, they are not obligated to replace it. Vice Chairman Butt knows they are not obligated, but if a need was generated for it there might be a request to replace it in the future. Chief Vezina said that some of the generators they have are mounted to apparatus, this one would allow them to drop it at the scene and leave it. Vice Chairman Butt is not in support of accepting the donation. Selectman Lacasse said that they don't know what event could come up that would create a need. There is a standby generator at the Safety Complex building, but this generator would go to a private residence if the need was to arise. Selectman Lawton supports accepting the donation, but is concerned with the replacement need in the future and the unit disappearing.

Selectman Lacasse moved, Selectman Leary seconded to accept the generous donation from Fisher Generator Service of a 6.5kw Generac Portable Gasoline Generator with an approximate value of \$1,000 and send them a letter signed by the Selectmen stating that no items or services were received in

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exchange for this donation and that a copy of the training report listing the members trained in the operation of the generator be provided. Passed 4-1-0; Vice Chairman Butt was opposed.

Finalize Wording for 2014 Town Mailer – The Selectmen reviewed the explanations for each warrant article, submitted by a member of the Board, to be included in the Town Mailer and made any necessary edits or additions.

Article 9 – The following sentence will be added to the warrant article explanation: The second two years of the health insurance savings will surpass the increase in wages and the employees will begin to pay 10%.

Article 21 – Vice Chairman Butt noted that they were told by PARC that they can't hold soccer tournaments at Bolton Field because the soccer field is not regulation size. Selectman Lacasse thinks that there is currently enough room to make the field regulation by pulling it closer to the parking lot. Selectman Leary said that with materials from the parking lot, they are going to fill the back end of the field to make it wider. Parking is a problem at Bolton Field and the funds will be used to create 150 new parking spots.

Article 22 – Funds from this article will be used primarily to replace a damaged fence on the north and west side of Pine Grove Cemetery with a black vinyl coated chain link fence.

Article 8 – The article is the same as last year, except for changes in the percentage and it talks about the cost savings. Selectman Lacasse commented on research being done that allows them to have different insurance plans in town. The Board discussed that if Articles 9 and 10 pass there will be significant decreases in health insurance costs, if they do not pass the savings would be much less significant.

Article 10 – Selectman Lacasse would like to add what the percentage of the step increases is in the warrant article explanation.

Article 12 – This article allows the town to raise \$86,372 through taxation for the replacement of the Peaslee Road Bridge, which the State of NH has red listed for needing replacement, and allows the town to expend \$208,792 from the bridge bond money, which is already available as part of the unexpended fund balance.

Vice Chairman Butt told the Board that he attended the School Board meeting and something was incorrect in their presentation, which he assumes will show up in the Town Mailer. He wants to know if the Board wants to take action on the incorrect information. When the School Board prepared their budget, they compared it to their current operating budget and added a warrant article for \$300k for a bond for the CWES roof and included \$59,400 for the first year payment on that bond. The \$359k is in their current budget and he does not think they can do that. The entire amount of the bond should not be in the operating budget. The reality is that without the \$359k it is 3.4% increase and Vice Chairman Butt is objecting to their comparison of their current operation budget. No interest is paid on the bond the first year. Vice Chairman Butt said that his problem is the \$300k. Selectman Leary said the School Board said they agreed to put that in there to show the taxpayers that the amount they paid last year was not going to be that much more next year. Vice Chairman Butt wants to know if the Board wants to take action. Town Administrator Bolton said that the SAU asked if they could include a blurb in the Town Mailer. Their default for 2013 was \$13,949,010, but their comparison is their proposed budget. The \$300k is a one-time expense. Vice Chairman Butt said that they should send a letter to the School Board regarding the \$300k being in their operating budget. There is nothing that the Selectmen can do as a Board if the School Board does not include it in the Town Mailer. The \$59,400 should be the only amount included in the 2014 budget. Regardless of the schools fiscal year, if the money is loaned in 2013, the first payment will be due in 2014. Chairman Clow said that the \$59,400 does belong in the default budget for the current year. Selectman Lacasse said that they can see what the School Board says in their comments in the Town Mailer, or they could send a letter from the Selectmen to the School Board in regards to the discrepancy and the line item in their budget.

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MEETING MINUTES

Chairman Clow moved, Selectman Lawton seconded to approve the minutes of February 3, 2014 as amended. Passed 4-0-1; Selectman Lacasse abstained.

ADMINISTRATIVE REPORT

Two Informational Forums have been scheduled. The first will take place on Sunday, March 2nd at 3:00 p.m. at the Town Hall and the second will take place on Wednesday, March 5th at 7:00 p.m. at the Town Hall.

A Meet the Candidates night will be held on Tuesday 4th at 7:00 p.m. at the Town Hall. Jerry Little will be moderating.

Town Administrator Bolton told the Board that the Toughpads will cost more than originally discussed. The Toughpads require 4G Verizon cards at a cost of \$500 each. Gov Connects price for the Toughpads is higher than Spaulding Hill's new price of \$26,979.78, which includes the necessary 4G cards. The Board had previously voted to encumber the funds, but not to spend. The question arose if the specs that went out included the 4G cards. Vice Chairman Butt said that they asked the question and he recalls the chief saying that the cards weren't needed.

The original quote for the three computers for the Town Office was \$3,461.00 and the new quote is \$2,728.50, which includes installation and configuration.

Selectman Lacasse moved, Selectman Lawton seconded to spend \$2,728.50 to purchase three computers for the Town Office from Spaulding Hill Networks. Passed 5-0-0

There are a total of seven Toughpads; five for the Police Department and two for the Fire Department. The original quote went down in price because of the decrease costs of the cradle mounts and locking mounts, but there is an additional \$3,500 cost for the 4G cards. The original quote was \$23,776.09 and is now \$26,979.78.

Town Administration Bolton did not receive confirmation yet on the five dashboard cameras for \$21,015. It was discussed that four of the dashboard cameras could be purchased out of the encumbered funds and the fifth would have to come out of his operating budget. Town Administrator Bolton mentioned asking the Fire Department to pay \$1,000 for two 4G cards and asking the Police Department to pay \$2,000 for four 4G cards. Chairman Clow said that the pieces would fit if the cost of one of the cameras came out of this years operating budget. Selectman Lawton asked if anyone is checking to see if the cameras they currently have stored will work with the new Toughpads.

Chairman Clow moved, Vice Chairman Butt seconded to purchase seven Toughpads for the Police and Fire Departments with accessories from Spaulding Hill Network at a cost of \$26,979.78. Passed 3-2-0; Selectman Lacasse and Selectman Leary were opposed.

A letter of complaint was received requesting a written response regarding assessing. Chairman Clow said that the letter should be discussed in non-public.

Town Administrator Bolton provided copies of the School Board's budget for the Selectmen to review. The \$300k is listed in building improvements, the principle debt service lines show \$55k, and the \$4,400 is listed on the next page. Vice Chairman Butt does not know how they can include the \$300k and if they did expend \$59,400 on principle and interest. Chairman Clow said that the School Board has a process for preparing their budget and the budget was reviewed by the Finance Committee who has the opportunity to react. The Board does not think they have a role in questioning the discrepancy unless the School Board includes the \$300k in the Town Mailer. Vice Chairman Butt thinks it is appropriate for the Board to question it. By consensus, the Board agreed to have the Town Administrator question the School Board regarding the discrepancy.

CORRESPONDENCE – Selectman Lacasse had a taxpayer call him and ask who in the town decides to close the Town Office in the event of a snow storm. Town Administrator Bolton said that Tim Redmond, Director of Public Works, called the Town Office at noon on the day of the bad storm and said he was surprised that they

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still there. The Town Clerk had one customer and no one else did. All the surrounding towns were closed. Town Administrator Bolton said that she contacted Chairman Clow and they decided to close at noon and post a sign on the door. If the town closes and lets the employees go home, they get paid for the day. Selectman Lacasse sympathizes, but thinks that they should stay open unless there is a real emergency. Chairman Clow said that sometimes during the day radio stations announce closures, if the need arises in the future they could announce the closure to accommodate the public, but it is a better alternative to not open and announce it in advance.

Selectman Lacasse told the Board that the Weare Chamber of Commerce sponsored a WAC sports team. He presented at plaque to Town Administrator Bolton to be given to the Weare Chamber of Commerce from WAC to thank them for the sponsorship.

Chairman Clow moved, Selectman Lawton seconded to enter into non public session @ 9:57 p.m. pursuant to the authority granted in RSA 91-A:3II (a&c). A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Selectman Leary – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

Chairman Clow moved, Selectman Lacasse seconded to come out of non public session @ 10:05 p.m. A roll call vote was taken, Vice Chairman Butt – yes; Selectman Lawton – yes; Selectman Leary – yes; Selectman Lacasse – yes; Chairman Clow – yes. Passed 5-0-0

Chairman Clow moved to seal and restrict the minutes of this non public session; Selectman Lacasse seconded the motion. Passed 5-0-0.

ADJOURNMENT

A True Record.

Cherry Palmisano, Recording Secretary